

.Sutton Parish Council

Minutes of the Annual meeting of Sutton Parish Council, held on Tuesday 8th May 2018,
7.30pm in The Pavilion, The Brook, Sutton.

Present: Mr M Inskip Mr B Browne Mr I Dewar
Mr B Collard Mr S Smith Mr P Percival
Mrs S Partington Mr A Marking Mr K Brownell
Mr B Goodjohn

Public: None present Clerk: Mrs R Hughes

01/18 Election of Chairman for year 2018/2019

i) Election of Chairman.

It was proposed by Mr Browne, seconded by Mr S Smith that Mr Inskip is nominated as Chairman, no further nominations were received, and it was resolved following a vote of 9 for and 1 abstention that Mr Inskip is elected as Chairman for 2018/2019.

ii) Chairman to sign Declaration of Acceptance of Office.

Mr Inskip signed the declaration of acceptance of office as Chairman for 2018/2019.

02/18 To receive and note apologies for absence

Apologies were received and noted from Mr B Harker and Mr P Bigsby.

03/18 Appointment of Vice-Chairman for year 2018/2019

It was proposed by Mr Smith, seconded by Mr Inskip that Mr Browne be nominated as Vice-Chairman, no further nominations were received, and it was **resolved following a vote of 8 for and 2 abstentions that Mr Browne is appointed as Vice-Chairman.**

04/18 To receive declarations of interest

Mr I Dewar. Pecuniary Interest Agenda item 15/18. Declaration No: 311/18.

05/18 Councillors to confirm Register of Interests updates where necessary.

The Clerk reminded Councillors to update their Register of Interests where necessary.

06/18 To approve minutes of the meeting of 24th April 2018.

The minutes of the meeting were taken as read, approved and signed by the Chairman, with 2 amendments. Min 211/18 'Mr' to 'Mrs' Partington. 202/18 Arrival time of Mr Inskip to prior to the vote to accept the minutes.

07/18 Public Participation

No public present.

08/18 Standing Orders 2018

1. To adopt NALC Standing Orders 2018.
(Changes to NALC Model Standing Orders – April 2018)

The Clerk circulated the April 2018 Model Standing Orders, and noted that the necessary inserts have been in accordance with the existing Standing Orders.

It was proposed by Mr Inskip, seconded by Mr Browne and **resolved unanimously to adopt the updated NALC Standing Orders 2018.**

09/18 Personnel Committee.

1. Review Terms of Reference of Personnel Committee.

It was noted that the terms of reference need to be clearer to allow delegation to the clerk to re-appoint to fill an existing vacancy within the council's recruitment policies.

It was proposed by Mr Dewar, seconded by Mr Browne and **resolved unanimously to allow the clerk and personnel committee to re-appoint a position within existing terms and the budget.**

2. To appoint members onto the Personnel Committee

It was proposed by Mr Inskip, seconded by Mr Dewar and **resolved following a vote of 9 for and 1 abstention that the members of the Personnel Committee will be:-**

**Mr M Inskip
Mr B Browne
Mr S Smith
Mr A Marking
Mr B Harker
Mr K Brownell**

10/18 To appoint members onto management committees: -

1. Village Hall (Brooklands) Management Team.

It was proposed by Mr Smith, seconded by Mr Dewar and **resolved unanimously that 2 voting members will be appointed and one reserve.**

**Mr Inskip
Mr Collard
Mr Goodjohn (Reserve)**

2. The Glebe Management Team

It was proposed by Mr Inskip, seconded by Mr Percival and **resolved unanimously that 2 voting members will be appointed and one reserve.**

**Mr B Harker
Mr A Marking
Mr I Dewar (Reserve)**

11/18 To appoint representatives on the under mentioned bodies: -

1. Joint HCV Committee (3 members)

It was proposed by Mr Brownell, seconded by Mr A Marking and **resolved unanimously that 3 members will be appointed to the Joint Committee.**

**Mr M Inskip
Mr S Smith
Mr B Goodjohn**

12/18 To appoint internal control members

1. Finance & online banking – (4 bank signatories)

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously that the 4 bank signatories for online banking will remain the same:-**

**Mr M Inskip
Mr B Browne
Mr B Collard
Mr S Smith**

2. Bank reconciliation (2 members – not bank signatories)

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously that 2 members and a reserve will be:**

**Mr B Harker
Mr A Marking
Mr I Dewar (Reserve)**

3. Health & Safety monitoring (2 members)

It was proposed by Mr Inskip, seconded by Mr Marking and **resolved unanimously that the 2 health and safety representatives are:-**

**Mr B Harker
Mr B Collard**

13/18 To appoint parish council members to working parties

1. Financial Reporting & Controls

It was proposed by Mr Collard, seconded by Mr Smith and **resolved unanimously that the members of the working party are:**

**Mr M Inskip
Mr B Browne
Mr B Harker
Mr A Marking
Mr B Goodjohn**

2. Traffic management & enhancement (Proposed name change to Traffic & Transport Working Party).

It was proposed by Mr Smith, seconded by Mr Inskip and **resolved unanimously to accept the name change and that the members of the working party are:-**

**Mrs S Partington
Mr B Goodjohn
Mr P Percival
Mr B Harker
Mr M Inskip
Mr S Smith**

3. Neighbourhood Plan

It was proposed by Mr Goodjohn, seconded by Mr Percival and **resolved unanimously that the members of the working party are:-**

Mr M Inskip
Mrs S Partington
Mr S Smith
Mr A Marking
Mr K Brownell

4. Sports & Recreation

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously that the members of the working party are:-**

Mr S Smith
Mr P Percival
Mr B Browne
Mr B Goodjohn
Mr K Brownell

14/18 To discuss formation of a working party to consider the Parish Council Social Media presence and website.

1. To discuss and approve working party and its remit.

It was proposed by Mr Inskip, seconded by Mr Goodjohn and **resolved unanimously to set up a working party to consider the parish council social media presence and website.** The remit will be discussed at the first meeting.

2. To appoint council members to working party

It was proposed by Mr Inskip, seconded by Mr Collard and **resolved unanimously that the members will be:-**

Mr M Inskip
Mr B Goodjohn
Mr P Percival
Mr S Smith
Mr B Collard
Mrs S Partington

8.08pm Mr Dewar left the meeting

15/18 CAPALC Membership Fees 2018/2019.

1. To discuss and approve CAPALC Membership fees 2018/2019,

The clerk circulated a leaflet produced by CAPALC giving details of the advantages of being a member. The Clerk recommended to the meeting that it continues with its subscription in order to receive training, support and advice.

It was proposed by Mr Goodjohn, seconded by Mr Inskip and **resolved unanimously to subscribe for the year at a cost of £591.17**

8.13pm Mr Dewar returned to the meeting

16/18 Date of next meeting

22nd May 2018

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The meeting closed at 8.17pm

Signed.....
Chairman

Date.....
22nd May 2018.....